

**Environmental Division
2021 On-Call Contracts**

Environmental Permitting Services

DT-0330 Part II Additional Requirements

The Environmental Permits Continuing Contract requires consulting services for the NPDES (National Pollutant Discharge Elimination System) Construction Stormwater General Permit (CGP) Program and the Water Quality Permit Program. These program requirements are briefly described below.

The NPDES Program requires preparation of a SWPPP (Storm Water Pollution Prevention Plan) for each assigned project. Review of Preliminary, Right-of-Way, and Construction plans and attendance at related field reviews and providing relevant Erosion Prevention and Sediment Control (EPSC) comments is required. Design of EPSC plans may also be required.

The Water Quality Permit Program requires preparation of a joint permit application for all required water quality permits (e.g., USACE Section 404, TVA Section 26a, TDEC ARAP/401) for each assigned project. Review of environmental boundaries reports and Preliminary and Right-of-Way plans and attendance at related field reviews with relevant comments to avoid, minimize, and mitigate impacts to waters at the State/U.S. is required. Where a public notice and/or public hearing are required, attendance of the public hearing and preparation of a response to public comments may be required. Attendance at Pre-construction and/or Pre-Erosion meetings to verify continued permit compliance and provide permitting support is required.

The Water Quality program may require the consulting firm to produce natural channel stream designs, environmental boundary reports and/or in-system mitigation plans if not previously prepared prior to the start of the permitting process. These activities may include but are not limited to: field studies, mitigation plans stamped and sealed by a Professional Civil Engineer, assistance in coordinating mitigation requirements with regulatory agencies, and providing any documentation required by the regulatory agencies.

The consulting firm may be called upon to provide training for issues related to the Storm Water and/or Water Quality programs described above. The consulting firm may also be called upon to prepare and maintain technical documents and manuals.

Failure to follow instructions and to complete answers within the formats described may result in firm's disqualification from consideration. For all questions listed below, only include the staff that will be working under this contract.

Please provide the following information in the beginning of your proposal in table form:

1. STAFF: In a single table (see example table at end of document), provide the following information for each staff assigned to this contract:
 - Name
 - Contract functions or roles
 - Office location

- Degree(s)
- License(s) & Certification(s)
 - PE & Certification Number
 - TDEC Level 1 & Expiration
 - TDEC Level 2 & Expiration
 - CPESC & Certification Number
 - OSHA 10-hour Construction Safety Course
 - Other
- Training provided on Stormwater, Water Quality, TNSQT, and Natural Channel Design. Include number of people in training classes.

2. **EXPERIENCE:**

In a single table, provide the years of experience in the following categories for each staff member listed above.

- SWPPP Preparation for TDOT or on other linear projects
- EPSC plan design for linear projects
- Sediment basin or equivalent design for linear projects
- TDOT or other roadway design work
- Environmental construction inspection work on linear projects
- Natural Channel Stream design
- Experience using TNSQT (or another State's equivalent) and debit tool
- Obtaining and Preparing Water Quality permit applications (specify how many of those years include work on linear projects)

In an appendix, include resumes for each staff member listed. Do not exceed two (2) pages per resume. Ensure that each resume includes relevant past employment history with start and end dates.

3. **TECHNOLOGY:** Please indicate your firm's capabilities in the following areas:

- GPS/GIS,
- MicroStation,
- Database software
- Microsoft Office Suite, and
- Adobe capabilities.

4. For Section F of the DT-0330 Part 2, provide up to 12 example projects. Do not exceed one (1) page for each example and all example projects must have been completed within the past 5 years. For the provided example projects, ensure that at least five (5) are for Water Quality Permits for linear projects and at least five (5) are for Stormwater Permits for linear projects. Include permit numbers, and where appropriate, TDOT PINs. Ensure the following information is provided as appropriate:

a. For Water Quality Permit examples:

For the Section 24 description, provide a brief summary of the type of linear project being permitted (e.g., utility lines or state, county, or city roadway systems, etc.) and the type of water quality permits your firm successfully applied for and received (e.g., TDEC Aquatic Resource Alteration Permit, U.S. Army Corps of Engineers Section 404 Permit, TVA 26a Permit). Include a brief description of impacts, and if mitigation was required / provided. Please note any challenges in permitting and solutions to those challenges.

b. For Stormwater Permit examples:

For the Section 24 description, provide a brief summary of the type of linear project (e.g., utility lines or state, county, or city roadway systems, etc.) for which your firm successfully developed a SWPPP that received a NPDES General Permit for Discharges of Stormwater Associated with Construction Activities (CGP). Please specify disturbed acreage and any novel EPSC constraints and solutions with the projects.

5. SUMMARY:

Provide a summary statement, in two (2) pages or less, of why your firm should be chosen for this TDOT contract. Focus should be on firm's experience in the realm of stormwater and water quality permitting and how receipt of a contract would be value add to TDOT.

Permitting requires attention to detail and the ability to accurately and concisely convey complex information. To demonstrate a firm's, and its employees', experience in permitting to these standards, in addition to the items listed below, each firm will also be rated on the quality and presentation of the summary statement, including but not limited to:

- Spelling
- Grammar
- Consistency
- Accuracy
- Concise presentation of information
- Clarity of information presented
- Reader friendly presentation of information

Example Table for Item 1

Item Number	Item	Staff #1 (Name)	Staff #2 (Name)	Staff #3 (Name)
1	Contract functions or roles			
2	Office location			
3	Degrees held			
4	PE & Certification Number			
5	TDEC Level 1 (include exp. date)			
6	TDEC Level 2 (include exp. date)			
7	CPESC & certification number			
8	OSHA 10-hour Construction Safety Course			
9	Training provided on Stormwater, Water Quality, and Natural Channel Design. Include number of people in training classes			